



## **Governor's Office of Homeland Security and Emergency Preparedness**

### **Preparedness Grants (Homeland Security Grants) Project Application Instructions**

The Preparedness Grant Project Application contains eight tabs. The first tab is the overall project application, the second tab is the project detail and the tabs that follow are budget sheets for equipment, exercise, management and administration (M&A), organization and planning and a training request form. The same project application cannot be used for multiple projects. Prior to funds being expended, an entire project application must be submitted and approved.

Subrecipients shall not undertake any project having the potential to impact Environmental & Historic Preservation (EHP) resources without prior approval from GOHSEP through FEMA, including but not limited to ground disturbance, construction, modification of structures, and purchase and use of sonar equipment.

#### **Project Application Tab**

##### **❖ Section I: Grant Information**

Enter the Legal Entity Name.

Select a grant name/year using the drop down list. To view the list, left click in the box and a small arrow will appear on the right of the box. When you click the arrow, you will be able to select one of the choices from the drop down list.

The grant name and grant year will correspond to the grant number. The grant number will automatically populate once the grant name/year are selected.

Enter the date the project application is being submitted to GOHSEP for review.

##### **❖ Section II: Project Information**

Project Title – Provide a one sentence title that fully describes the project.

Project Type - Select a project type from the drop down list.

Fusion Center – Select one option from the drop down list, either yes, if this project is related to a fusion center, or no if it is not.

Capabilities Building – You will be given two options to select from. (1) Sustain and (2) Build. Building refers to activities that start a new capability or increase a capability. Sustaining refers to activities that maintain a capability at its current level.

Project Description – Provide a detailed description of the project. The description must include the scope of the project and how it supports the investment justification. You must be specific.

Investment Supported (Applies only to HSGP Grants: SHSP and UASI) - The options in the drop down list for the investment supported are based on the grant name and grant year selected. Funds for the HSGP grants can only be allocated towards projects included in the Investment Justifications for the particular grant year the project application is for.

Mission Area – A drop down box will appear with the following options: Prevention, Protection, Mitigation, Response and Recovery. Additional information regarding the Mission Areas can be found by going to <http://www.fema.gov/mission-areas> .

Primary Core Capability - The Core Capabilities are outlined in the National Preparedness Goal and the link to the National Preparedness Goal is <http://www.fema.gov/pdf/prepared/npg.pdf> . Additional information regarding the Core Capabilities can be found by going to <http://www.fema.gov/core-capabilities> . The Crosswalk of Target Capabilities to Core Capabilities can be located at <http://www.fema.gov/pdf/prepared/crosswalk.pdf> .

State Goal / Urban Area Strategic Goal / Emergency Management Function - In order to see the drop down list, a grant name must have been selected in Section I. (1) If you selected a SHSP grant, the State Goals will appear in the drop down list. (2) If you selected a UASI Region 1 grant, the Urban Area Strategic Goals will appear in the drop down list. (3) If you selected EMPG, the Emergency Management Functions will appear in the drop down list.

State Strategy Objectives / UASI Objectives / EMF - You may select up to two objectives. The options for your objectives will be based on the State Goal, Urban Area Strategic Goal or Emergency Management Function selected. (For instance, if you are working on a SHSP project application and you have selected Interoperable Communications as the state goal, all of the objectives that appear will be objectives directly under that State Goal. The options will be OBJ 1.1 through OBJ 1.5.)

❖ **Section III: Total dollar amount requested by solution area.**

The dollar amount will automatically calculate once each of the budget sheets are completed.

❖ **Section IV: Approval of Project by Designated Point of Contact**

The project application must be signed by the Designated Point of Contact. The Point of Contact must have been designated by the Authorized Representative.

## **Project Detail Tab**

### **❖ Section I: Project Detail**

Project Title – The project title will automatically populate based off of the information entered on project application tab.

Project Location – Enter the zip code of the primary location of the project.

Start Date – Enter the start date of the project.

End Date – Enter the end date of the project.

Deployable – Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable – Provide information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

Project Status – Select a project status from the drop down list. You will be given the following options: Not Started, On Schedule, Behind Schedule, Ahead of Schedule, Complete, and Cancelled.

Project Management Step – Select a project management step from the drop down list. You will be given the following options: Initiate, Plan, Execute, Control, Close Out. Below are descriptions of each step:

Initiate – The authorization to begin work or resume work on any particular activity.

Plan – The purposes of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project.

Execute – The period within the project lifecycle during which the actual work of creating the project's deliverable is carried out.

Control – A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.

Close Out – The completion of all work on the project. Can also refer to completion of a phase of the project.

Does this project require new construction, renovation, retrofitting or modifications or existing structure? – When you click in the box, a drop down will appear with yes and no.

❖ **Section II: Previously Awarded Investment – SHSP and UASI Only**

This section only applies to SHSP and UASI.

Does this project support a Previously Awarded Investment? – Indicate if the project is related to an investment awarded in a previous year.

If you select yes, you must provide the prior year, investment name and last completed milestone.

❖ **Section III: Milestones**

Milestones – The subrecipient must submit at least one milestone, but not more than 5, for all projects. This attribute will function as a tool for measuring project progress in future reporting periods. Provide a high level narrative description of activities to occur within each milestone.

❖ **Section IV: NIMS Typing – SHSP and UASI Only**

This section only applies SHSP and UASI.

Does this project support a NIMS typed resource? - When you click in the box, a drop down will appear with yes and no.

Enter the name of the typed resources from the Resource Type Library Tool

Enter the ID of the typed resources from the Resource Type Library Tool – Enter the ID number from the Resource Type Library Tool in the format xx-xx-xxxx.

Link to the Resource Type Library Tool: <https://rtlt.ptaccenter.org/Public>

*NOTE: A majority of the information under the Project Detail Tab section was taken directly from the Fiscal Year 2014 Homeland Security Grant Program Investment Justification Planning Guide: Instructions, IJ Template and Project Worksheet document prepared by the U.S. Department of Homeland Security. Additional information was gathered from the Grant Programs Directorate December 2014 BSIR Project-Based Reporting Support Guide.*

**Solution Area Budget Sheets**

Each solution area has an individual budget sheet. A budget sheet must be completed for each solution area your project applies to. If a solution area does not apply, just leave blank.

**Equipment Budget Sheet**

- ❖ At the top of the budget sheet, the grant name / grant year and project title will automatically populate based on the information selected on the project application tab.

- ❖ Description of Item - Enter the description of the item you would like to purchase. The description must be specific. *Example: Interoperable Communications Equipment is not acceptable. XTS 2500 portable radio is an acceptable description.*
- ❖ AEL Ref Number - For equipment requests, you must enter an AEL number. You can locate the AEL number that best corresponds to your equipment by going to <https://www.fema.gov/authorized-equipment-list> . When you click on an item on the AEL, you must check the specific grant to determine if that grant allows that specific item. If you cannot access the Authorized Equipment List through the website, contact your grant specialist for the PDF version.
- ❖ AEL Equipment Category – The AEL Equipment Category will automatically populate based on the AEL number selected. The AEL Equipment Category directly corresponds to the authorized equipment list. *(Example: If radios were purchased and the equipment you purchased was approved under AEL number 06CP-01-PORT, the subcategory would be Interoperable Communications because 06 in the AEL is for Interoperable Communications Equipment. If a GPS was purchased and the equipment you purchased was approved under AEL number 04AP-02-DGPS, the subcategory would be Information Technology because 04 in the AEL is for Information Technology).*
- ❖ The following questions will need to be answered: is the equipment mobile or portable and does this equipment require installation? When you click in the box, a drop down will appear with yes and no. If you answer no to the first question and/or yes to the second question, you must provide an explanation. These questions will assist the grant specialist in determining whether or not an Environmental and Historic Preservation (EHP) screening form will need to be completed and submitted to FEMA for review.
- ❖ Discipline - Select a discipline from the drop down list.
- ❖ Enter the quantity of items being purchased and the unit cost of the items.

### **Exercise, M&A, Organization, Planning and Training Budget Sheets**

- ❖ At the top of the budget sheets, the grant name / grant year and project title will automatically populate based on the information selected on the project application tab.
- ❖ Enter a description of the costs.
- ❖ Solution Area Subcategory - Select a subcategory that best describes the costs from the drop down list.
- ❖ Discipline - Select a discipline from the drop down list.
- ❖ Enter the quantity of items being purchased and the unit cost of the items.

### **Training Request Form**

For all training requests, a training request form must be submitted.

*If you are attending training complete the training request form. If you are purchasing items for training or funding salaries under training, complete the training budget sheet.*

- ❖ The information under Section I on the training request form will automatically populate based off of the information entered on project application.
- ❖ Sponsoring Agency – Enter the name of the agency sponsoring the course.
- ❖ Course Title – Enter the title of the course number. If there is a course number, the course number should be included as well.
- ❖ Type of Training – There are four types of training: FEMA provided training, State sponsored course, Federal sponsored course and training not provided by FEMA. These options will appear in a drop down list.
- ❖ State Goal Supported, Investment Justification Supported and Mission Area – These three items will populate based off of the information entered on the project application
- ❖ Core Capability – This item will populate based off of the first Core Capability selected on the Project Application tab.
- ❖ Level of Training – There are three levels of training: Awareness level, Performance level and Management & planning level. These options will appear in a drop down list.

The following information was taken directly from

<https://www.firstrespondertraining.gov/content.do?page=courseLevels>

“Awareness level courses are designed for responders who require the skills necessary to recognize and report a potential catastrophic incident or who are likely to witness or investigate an event involving the use of hazardous and/or explosive devices”.

“Performance level courses are designed for first responders who perform tasks during the initial response to a catastrophic event, such as safeguarding the at-risk public, rescuing victims, decontaminating victims”.

“Management and planning level courses are designed, as the title suggests, for managers who build plans and coordinate the response to a mass consequence manmade or natural event”.

- ❖ Intended Audience – Select all of the disciplines that apply.
- ❖ Number of Attendees – Enter the number of individuals attending the course.
- ❖ Course Costs – Enter the entire costs for attending this course. Include registration fee, per diem, travel, etc.
- ❖ Dates of Course – Enter the dates the course will be delivered/attended.
- ❖ Requirements for HSGP Training not provided by FEMA – Make sure you have read the certification and the course you are applying for meets all of the criteria.

- ❖ Description of Course – Enter a detailed description of the course. If there is a course announcement and/or syllabus, please submit the documentation with the training request form.

## HELPFUL RESOURCES:

- ❖ For HSGP and EMPG, examples of allowable and unallowable costs can be located in the Notice of Funding Opportunity.

HSGP Notice of Funding Opportunity and additional information can be located at:  
<http://www.fema.gov/homeland-security-grant-program> .

EMPG Notice of Funding Opportunity and additional information can be located at:  
<http://www.fema.gov/emergency-management-performance-grants-program> .

- ❖ To determine whether or not an equipment item is allowable, search for the items on the Authorized Equipment List (AEL). The AEL can be located at <https://www.fema.gov/authorized-equipment-list> . All items requested must meet the intent and scope of the grant program. When you click on an item on the AEL, you must check the specific grant to determine if that grant allows that specific item. If you cannot access the AEL through the website, contact your grant specialist for the PDF version.
- ❖ Information Bulletin (IB) No. 407 addresses the use of grant funds for controlled equipment. IB 407 and the controlled equipment request form can be located at <https://www.fema.gov/preparedness-non-disaster-grants> under Prohibited and Controlled Equipment.
- ❖ For additional information pertaining to training, you can visit [www.firstrespondertraining.gov](http://www.firstrespondertraining.gov) .
- ❖ For additional information pertaining to the Homeland Security Exercises and Evaluation Program (HSEEP), you can visit <https://www.preptoolkit.org/web/hseep-resources> .

If you have any questions, please feel free to contact the Homeland Security Grant Specialist assigned to your Region. We are always happy to assist you.